



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5620

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CATEGORY: **Support Services, Communications**

EFFECTIVE: **1-29-62**

SUBJECT: **Mail Service**

REVISED: **8-25-2000**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing district mail service including school and interdepartmental mail, package delivery, U.S. mail, and approved nondistrict organizations' mail.
2. **Related Procedures:**  
 Use or purchase of district property or services by nondistrict organizations or individuals ..... 9220  
 Rights of employee organizations ..... 8250

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-7000, J-4500.

## C. GENERAL

1. **Originating Office:** Suggestions or questions concerning this procedure should be directed to the Delivery and Mail Services Unit, Procurement and Distribution Department, Business Services Administration, Business Services Division, Administrative/Operational Support.
2. **School Mail Service**
  - a. **School and interdepartmental mail** is picked up and delivered by district mail personnel to:

Schools (district and nonpublic)  
 Eugene Brucker Education Center offices  
 Outlying district offices  
 City and County administrative offices  
 San Diego Education Association  
 American Federation of Teachers  
 Classified Employees Association  
 California Service Employees Association  
 Administrators Association

To avoid delay in delivery, the school, department, or room number, as well as the person's name, should be included on all mail envelopes.

- b. **Packages or bundles sent through school mail** that are too large to fit into regular outgoing mail bags are sent via district warehouse trucks which deliver to each school once a week. District warehouse trucks do not deliver to the letter-mail delivery point. Both letter mail and package delivery locations should be checked when trying to locate a package.
- c. **Mail and data** are delivered to one delivery point at each site.
- d. **Mail delivery** is made only to authorized sites within San Diego Unified School District that are determined to be accessible by mail van. This determination is made by the delivery and mail services supervisor.
- e. **All deliveries of bulk materials** weighing over 25 pounds or larger than 2 feet by 2 feet or longer than 3 feet in length shall be sent by warehouse truck to the district warehouse at 2351 Cardinal Lane for subsequent delivery.

Parcel mail lighter and/or smaller than these restrictions may be sent by regular school mail via the Eugene Brucker Education Center mail room for distribution.

- f. **Large intradistrict mailings** are to be sorted in alphabetical order by school within school type (i.e., child development centers, elementary schools, middle level schools, and senior high schools)
- g. **All contacts regarding delivery service** for mail and other materials between the Eugene Brucker Education Center and other locations are made with the Eugene Brucker Education Center mail room, telephone number (619) 725-7421.
- h. **U.S. mail** is handled by each school and sent through the regular U.S. Post Office mailing system. *Schools shall not send outgoing U.S. mail through district mail service*, except for records of elementary school transferring students. Questions about mailing educational and library materials, films, first, second, third, and fourth class mail are referred to the Eugene Brucker Education Center mail room or the U.S. Post Office. General information (e.g., newsletters) may be sent under bulk mailing permit use; material that is unique to each person (e.g., progress reports, grade reports) must be sent by first-class mail. All U.S. mail sent in for postage must be identified as to its contents (e.g., records, medical records).

3. **School mail from the Eugene Brucker Education Center** is delivered to schools and other locations by district vehicles and personnel as stated below. (Schools that do not have summer school or an intersession program do not receive deliveries during the summer or intersession breaks.) Regardless of method of delivery, all material is sent through the mail room; mail room personnel decide the method of delivery. If any delay in handling mail is necessary, originating office will be notified by the mail room.
  - a. **Letter mail (first class):** Delivery service vans; daily delivery.
  - b. **Packages, books, films, etc. (parcel post):** District warehouse service trucks on regular delivery schedules.
  - c. **Special or emergency mail (special delivery):** Requests for special messenger service are made directly to the Eugene Brucker Education Center mail room personnel.
  
4. **Postal Metering Service (Central Offices Only)**
  - a. All U.S. mail to be metered is sent to the mail room via regular mail pick-up.
    - (1) U.S. mail on which postage is to be charged to a special fund (funds other than AA) shall be accompanied by a postage charge ticket (E.8.) indicating the appropriate budget code number.
    - (2) No staples or paper clips should be placed on material so as to fall in the upper right-hand corner of the envelope and interfere with metering. (Staples and clips prevent envelopes from passing through the metering machine.)
    - (3) All outgoing mail shall bear the site/department name on the outside cover/envelope and a district return address.
  - b. Before sending to the mail room, large mailings shall be prepared, as follows:
    - (1) U.S. and school mail separated with rubber bands.
    - (2) All mail facing the same way in the bundle.
    - (3) Letter size envelopes containing three or less sheets of paper placed flap-up if unsealed; all others envelopes sealed.
    - (4) Mail to foreign countries separated and identified.

- (5) City and county mail separated.
  - (6) Sent to the mail room as early in the day as possible.
  - c. **All U.S. mail to be registered, certified, or insured** must be in the mail room *before* 3:00 p.m. on the day it is to go out.
5. **Sealed mail, envelopes, and packages** shall be identified for the appropriate class of mailing requested: first class; third class; parcel post (fourth class); book rate; and library rate.

Letters may be enclosed in third- and fourth-class mail if the envelope or package is marked "Letter Enclosed." (Appropriate first-class postage must be added to the required third- or fourth-class postage.)

6. **District Bulk Mailings under U.S. Postal Permit #207 (Third Class Mail)**
- a. Bulk mailings must be approved by the delivery and mail services supervisor and logged by mail room personnel prior to delivery to the U.S. Post Office. Contact the mail room for bulk mailing information.
  - b. Postal Service Form 3602-N (E.7.) must be submitted in triplicate. Mail copies must be marked "Triplicate."
  - c. The cost of bulk mailings must be paid at the time of the mailing. Payment may be made by check or cash to the U.S. Post Office at the time of mailing or charged to a district budget. Sites or departments shall not make advance deposits to this account.
7. **Rights of Employee Organizations to Use Mail Service** (see Procedure 8250)
- a. Official school district mail has first priority in the use of district mail service; organizational mailings (district-related business) are accepted subject to the physical capacity of the school mail service and therefore may be subject to unavoidable delays in distribution.
  - b. Organizational mailings shall bear the name of the organization both on the outside cover and inside contents.
  - c. Organizational mailings shall be initially distributed at the Eugene Brucker Education Center mail room.

- d. The organization shall be responsible for placing all organization materials in site/department mailbags and/or mailboxes at the Eugene Brucker Education Center mail room.
- e. Mail from an employee organization shall be distributed at the work location by a representative of organization sending the mail.
- f. Use of district school mail service shall not violate United States Postal Regulations.
- g. Organizations shall meet all requirements and regulations of district school mail use.

**8. Rights of Employee Organizations to Use Employee Address Labels**

- a. Employee name, address, and phone information is confidential and mailing labels will only be provided to employee organizations within the guidelines established in the Employee Services Department, Human Resource Services Division, Administrative/Operational Support. The Employee Services Department will provide mailing labels to employee organization upon written request. Employee address and phone information will not be released to employee organizations if the employee has requested that their name and address not be released.

**9. Nondistrict organizations** wishing to use district services must submit a request for approval for such use (as required in Procedures 8250 and 9220); after approval, specific services may be used.

- a. **Annual renewals** are required by October 1 each year.

- b. **U.S. mail**

- (1) **Metering service.** *Approved organizations are eligible to use metered mail service. Mail to be metered must be accompanied by a postage slip showing the name of the organization to be billed and where the invoice is to be sent. Mail shall be sorted in zip code order. Charges for postage and handling will be assessed.*
- (2) **Stamped U.S. mail** may be deposited in the mail room for pick-up by regular mail carriers. Organizations must furnish and place stamps on materials.

- c. **School mail.** Materials may be sent via school mail to members who work for the district. *All materials and envelopes must carry the name of the sponsoring organization. Materials must be sorted alphabetically by school name within school type.* There is no charge for school mail service. The name and telephone number of the person to contact in the event of a delay in delivery should be included. Three days should be allowed for delivery of large mailings through school mail.

#### **D. IMPLEMENTATION**

1. **List of Approved Organizations:** Nondistrict organizations and groups wishing to be added to approved list must submit a written request to the Procurement and Distribution Manager. Request shall include the following:
  - a. Name of organization
  - b. Name and address of person making request
  - c. Position in organization of individual making request
  - d. Reason for request
  - e. Services desired by organization
  - f. Approximate volume and frequency of mailings
  - g. Address and phone number of organization
2. **Before an organization is eligible to use services,** request must be routed through head of requester's division, as appropriate, and approved by the Chief Administrative Officer, Administrative/Operational Support. Approval is given for each school year; *request must be renewed at start of each school year.*
3. **Billings/Payments for Services**
  - a. **If organization is to be billed,** delivery and mail services supervisor completes "Billing Fact Sheet" (E.5.) in duplicate; approves and forwards original to the Accounting Department, Finance Division, Administrative/Operational Support for actual billing.

- b. **Accounting Department** bills organizations involved and follows up on collections as necessary.
  - c. **If organization pays cash**, delivery and mail services supervisor provides customer organization with receipt and forwards money with copy of receipt to district cashier.
  - d. **“Billing Fact Sheets”** must be received by the Accounting Department no later than last day of regular school year. Billings received after that date cannot be treated as abatements and must, by law, be recorded as district income.
4. **Eugene Brucker Education Center Mail Room**
- a. Coordinates establishment of mail pick-up and delivery points (C.2.d.).
  - b. Meters mail and records metering cost for all mail on which postage is charged to special funds; records cost on postal charge slip attached to mail; forwards end-of- month summary of postage (by department) to the Accounting Department for charging to appropriate funds.
  - c. Maintains routine schedule of pick-up and delivery of mail:
    - 8:00 a.m. Mail room open
    - 10:15 a.m. Mail pick-up and delivery within the Eugene Brucker Education Center
    - 2:00 p.m. Package pick-up and delivery within the Eugene Brucker Education Center
    - 3:00 p.m. Deadline for all Express, Certified, and Registered mail to be in mail room
    - 3:15 p.m. Mail pick-up and delivery within the Eugene Brucker Education Center
    - 4:30 p.m. Deadline for all U.S. and district mail to be in mail room for next day in-town delivery
    - 5:00 p.m. Mail room closed
  - d. **Circulars distribution**
    - (1) All circulars shall be delivered to the mail room.

- (2) Deliveries should be accompanied with an order describing type of distribution, delivery dates to school sites, and a name and telephone number for return of circulars remaining after mailing.
- e. **U.P.S. shipments leaving** district are handled by the Receiving/Warehouse Section at 2351 Cardinal Lane.
- f. **Incoming U.P.S. shipments** addressed to the Eugene Brucker Education Center mail room will be handled by the mail room and shall include room number and person's name as part of 4100 Normal Street address.
- g. **Air freight carriers.** Letter type mail shipped or received via air freight carriers can be handled by the mail room and shall include room number and recipient's name.
- h. **Mail not deliverable** because of lack of information will be returned to sender.

#### **E. FORMS AND AUXILIARY REFERENCES**

- 1. Mail room charge slips, available from the Delivery and Mail Services Unit, Procurement and Distribution Department
- 2. School mail envelopes, selection available through stock catalog
- 3. Postage stamps, selection available through stock catalog
- 4. Overnight service materials, available from the Eugene Brucker Education Center mail room
- 5. Billing Fact Sheet, available from the Accounting Department
- 6. Request to use district mail services, available from Procurement and Distribution Department
- 7. Postal Service Form 3602-N, available from the Eugene Brucker Education Center mail room and from the Main Post Office, Weighmasters Office
- 8. Postage charge ticket, available from the Eugene Brucker Education Center mail room

#### **F. REPORTS AND RECORDS**

- 1. Summary of special fund postage charges, from the Eugene Brucker Education Center mail room to the Accounting Department at end of each month.



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2. Request to use district services by nondistrict organizations (D. 3.)

**G. APPROVED BY**

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For the Superintendent of Public Education